

CHECKLIST FOR DMV BUSINESS LICENSE

K-41 REV. 11-2012

**STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES**

DEALERS AND REPAIRERS

On The Web At: ct.gov/dmv**INSTRUCTIONS:**

1. The checked requirements must be submitted with your APPLICATION FOR AUTOMOBILE DEALER'S OR REPAIRER'S LICENSE (*Form K-7*) or APPLICATION FOR CONNECTICUT MOTOR VEHICLE JUNK YARD LICENSE (*Form K-91*).
2. The PROCEDURES FOR OBTAINING A CT AUTOMOBILE DEALER'S OR REPAIRER'S LICENSE (*Form K-36*) or PROCEDURES FOR OBTAINING A CT MOTOR VEHICLE JUNK YARD LICENSE (*Form K-70*) will provide you with a detailed explanation of the requirements needed.
3. License and registration will **not** be issued to any applicant delinquent on motor vehicle property taxes.

TYPE OF TRANSACTION

☐ New ☐ Change of Location ☐ Change of Officers ☐ Change of LLC/Corp. Name ☐ Other (*Please explain*)

REQUIRED DOCUMENTS:

- | | |
|--|--|
| <input type="checkbox"/> K-7 Application | <input type="checkbox"/> Insurance certificate (Form R-1325c), signed and filed by carrier or insurance agent |
| <input type="checkbox"/> Letter for ZBA Hearing | <input type="checkbox"/> Surety Bond
(\$20,000 NEW CAR DEALER; \$20,000 USED CAR DEALER;
\$5,000 GENERAL REPAIRER; \$5,000 LIMITED REPAIRER;
\$10,000 LEASING COMPANY; Not required for a junkyard license) |
| <input type="checkbox"/> K-91 Application | <input type="checkbox"/> Certificate of Filing - Etching of Vehicle Identification Number |
| <input type="checkbox"/> Junkyard Zoning approval | <input type="checkbox"/> K-193 Statement of Financial Condition
(only required for used and repairer license) |
| <input type="checkbox"/> Legal notice. Advertisement of hearing in local paper prior to hearing, unless town indicates date of original hearing. | <input type="checkbox"/> K-193A Attachment |
| <input type="checkbox"/> K-26 Business License Personnel List | <input type="checkbox"/> Clear photocopy of driver's license |
| <input type="checkbox"/> Site drawing Class A-2 Survey Map (<i>Form K-93</i>) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Request For Marker Plates (<i>Form K-6</i>) | |
| <input type="checkbox"/> State of Connecticut Department of Energy & Environmental Protection (DEEP) Referral Sheet | |
| <input type="checkbox"/> Trade name certificate from town clerk (<i>If applicable</i>) | |
| <input type="checkbox"/> Storage Rates | |
| <input type="checkbox"/> K-8 Rev. 6-02 - Applicant to complete Sections 1 - 5
(<i>Dealer/Repairer only</i>) | |
| <input type="checkbox"/> K-8A - Change of Officers of Corporation or LLC. | |
| <input type="checkbox"/> Sales tax permit number obtained from the State Department of Revenue Services | |

NEW CAR DEALERS ONLY

- ☐ Franchise certificate ☐ Dealer Agreement and Standard Provisions

LLC OR CORPORATION MUST ALSO SUBMIT THE FOLLOWING DOCUMENTS

- ☐ Certificate of existence from Office of the Secretary of State ☐ Other:
- ☐ Corporate/Company agent for service of process as registered with the Secretary of State

LLC ONLY

- ☐ Copy of the Operating Agreement ☐ Copy of the Articles of Organization and all Amendments

OTHER DOCUMENTS (*To be given to applicant when fees are collected*)

- ☐ K-170 Repair Questionnaire ☐ K-171 Dealer Questionnaire

FEES TO BE PAID PRIOR TO APPROVAL

- ☐ Examination fee of **\$280** in a separate check (*To be paid only if the location is a subdivision reduction, additional property or if the location has never been licensed*).
- ☐ **\$140.00** - Application fee
License fee(s) - 2-year license only

FEES TO BE PAID AFTER FINAL APPROVAL

- | | | |
|--|---|--|
| <input type="checkbox"/> \$700.00 - New Car Dealer | <input type="checkbox"/> \$340.00 - General or Limited Repairer | <input type="checkbox"/> \$5.00 - Safety Plate Fee (<i>per plate</i>) |
| <input type="checkbox"/> \$560.00 - Used Car Dealer | <input type="checkbox"/> \$140.00 - Per Dealer or Repairer Plate | <input type="checkbox"/> Other Fees: |

NOTE: This checklist provides a guide for most general applications. Specialized instances may not be covered by this form and will be addressed on an individual basis.